

COLORADO ARMY NATIONAL GUARD EXCEPTED TECHNICIAN

VACANCY ANNOUNCEMENT NUMBER

TVA #09-094

POSITION TITLE, SERIES & GRADE: Program Analyst, GS-0343-09		PDCN: 70363000/70364000
OPENING DATE: 16 June 2009	SALARY: \$49,970 To \$64,961 (Per Annual)	
CLOSING DATE: 15 July 2009	(Step 01)	(Step 10)
AREA OF CONSIDERATION: Limited to enlisted members and warrant officers of the Colorado Army National Guard (COARNG).		
MAX MILITARY GRADE: CW3 / WO3		MIN MILITARY GRADE: SSG / E-6
COMPATIBLE MILITARY ASSIGNMENT: EMOS: 42A, 18 series WOBR: 011, 420A, 180A Operations Series will be determined by selecting supervisor.		
Note: Applicant does not need to possess this MOS, but must obtain within one year of hire. If not obtained within one year, it may be grounds for removal without appeal.		
SELECTING SUPERVISOR: MAJ Bill Gervasi Telephone: 720-250-1244 / DSN 250-1244		
LOCATION OF POSITION: DCSOPS/G-3, JFHQ, Centennial, CO		
Note: For further guidance on the vacant position/position description contact the selecting supervisor.		
NOTES: 1. PCS FUNDS ARE NOT AVAILABLE. 2. Must provide military rank, date of birth, social security number, and TVA# on resume/application. Also submit the OF 306 (Declaration of Federal Employment). 3. Proof of Secret Clearance or interim clearance must be submitted to HRO/PSS prior to hiring date. If selectee does not have the above clearance, he/she must contact the Security Specialist at 720-250-1322. 4. Be advised that if selected for a military technician position where membership in a reserve component is a condition of employment, your bonus will be terminated and may not be subject to recoupment. Questions pertaining to recoupment may be directed to the State Incentives manager at 720-250-1337.		
SPECIALIZED EXPERIENCE: Specialized experience will be used to determine qualifications for the announced position: Please provide From and To dates (mm/yy) with a description of the below specialized experience. Candidates must have 24 months of specialized experience which demonstrates knowledge of the National Guard organizational structures, functions, procedures, and techniques. Experience which demonstrates the ability to analyze and interpret policies and procedures of local management. Experience which demonstrates the ability to gather, assemble, and analyze facts; draw conclusions; and develop solutions to assigned problems. Experience in working with people from various trades and backgrounds to elicit their cooperation to perform specific tasks in compliance with regulations, laws, or practices. Experience which demonstrates the ability to present and discuss complex matters in a clear and convincing manner.		
KNOWLEDGES, SKILLS AND ABILITIES (KSAs): In the event there are more than 10 certified applicants, the following KSA's will be used to determine the best qualified applicants from which selection will be made. 1. Knowledge of National Guard Organizational structures, functions, procedures, and techniques. 2. Ability to apply practices, theories, techniques, and methods of management. 3. Ability to analyze and interpret policies, and procedures of higher headquarters as to applicability. 4. Ability to gather, assemble, and analyze facts; draw conclusions and develops solutions to assigned problems. 5. Skill in working with people at various trades and backgrounds. 6. Ability to orally present and discuss complex matters in a clear and convincing manner.		
SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: College transcripts must accompany application to be considered. A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position.		
POSITION DESCRIPTION INFORMATION: The purpose of this position is to serve as the analyst and consultant for the management and administration of programs within the directorate or division. Serves as key coordination point for all program requirements. Performs duties necessary to accomplish program analyst functions and provide for customer services in support of programs essential to state Army National Guard daily readiness missions.		
Please see "Instructions for Applying" for a complete and comprehensive application for the Colorado National Guard, attached to this announcement.		

APPLICATION INSTRUCTIONS AND GENERAL INFORMATION:

When this announcement closes, each application will be qualified and rated. "Qualified" means that we will compare your experience with a standardized set of qualification criteria (specialized experience) for the particular position being announced. "Rated" means, if there is more than one grade listed on this announcement, you will be found qualified at one of those grades according to the number of months experience you have listed (see first page under "SPECIALIZED EXPERIENCE"). If your application is found qualified, it will be rated accordingly and your application will be forwarded to the selecting supervisor. If found not qualified, you will receive a letter indicating that you were "not qualified" and the reason(s) why. You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. *Incomplete applications will be considered "Not Qualified" because of lack of information.* The HRO is not responsible to inform you that your packet is incomplete. When the qualification records are completed for the selecting supervisor, the decision is final. **YOU MUST REVIEW THE CONTENTS OF THIS INSTRUCTION SHEET TO COMPLETE YOUR APPLICATION PROPERLY.**

At a minimum, your packet must include the following information:

- A typed or neatly printed summary of your employment history (a resume, OF 612, or any other format you choose) is required.
- Announcement number and title of the position for which you are applying.
- Your full name, mailing address, appropriate phone numbers, Social Security Number and date of birth.
- Your military grade, unit of assignment, and MOS. List your National Guard (weekend duties) separately from your other job experiences. List your position, military grade, supervisor, phone numbers, dates you have held each job and a detailed duty description.
- A detailed narrative of your work experiences (paid or unpaid), training, education, and/or other information that relates to the specialized experience stated on the vacancy announcement. Use complete dates to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail. You may use continuation pages to include all related experience. Ensure that both military and civilian experiences are fully described, to include time frames.
- If you have completed any college courses, include copies of your college transcripts with the application.
- DO NOT use Appraisals or Appraisal Standards as proof of your experience. Do not include copies of military appraisals.
- **WRITE A SUMMARY OF EACH KSA (including from and to dates for each KSA) TO EXPLAIN HOW YOU QUALIFY IN CASE THERE IS MORE THAN TEN APPLICANTS.**
- List all pertinent military schools and training completed. You may include your certificates of completion and any special licenses.
- Optional Form (OF) 306, Declaration of Federal Employment, must be attached to your application.
- STAPLE all documents together in one package. DO NOT use binders, folders or notebooks when you turn in your application.
- **Please sign and date application.**
- The application must be received in the HRO not later than close of business (1600 hours) on the closing date. Note:

SUBMIT YOUR APPLICATIONS TO: Human Resources Office
ATTN: HRO-Staffing Section
6848 South Revere Parkway
Centennial, CO 80112-6709
720-250-1166 or DSN 250-1166

You may also fax your complete application to: 720-250-1169 or DSN 250-1169

The HRO is not responsible for incomplete faxes. Please contact HRO to ensure that your fax arrived and was complete.

You are welcome to contact the HRO office for review of your application to ensure proper format for the announced vacancy prior to closing date. POC's for applications are SSG Mike Martinez @ 720-250-1166 OR Capt Malona Cavanaugh @ 720-250-1162.

NOTES: 1. All employees must participate in Direct Deposit/Electronic Fund Transfer.

Applications of non-selected applicants **will not be returned, and will NOT be filed in the Official Personnel File (OPF).** Should a position be announced at less than the authorized grade (Trainee), the selected applicant may be promoted when he/she meets all qualifications and is submitted by the supervisor.

IF YOU ARE SELECTED FOR THE POSITION: The selecting supervisor is responsible to notify you that you were selected for the position, and should inform you what to do next. You will receive a letter in the mail from an HRO representative informing you of your hire date and inprocessing date, and whom to contact with your questions.

IF YOU ARE NOT SELECTED FOR THE POSITION, the selecting supervisor is responsible to inform you that you were not selected. He/she is allowed to tell you who the actual selectee was, but is not allowed to discuss other applicants' qualifications with you. The selecting supervisor is allowed, if you ask him/her, to advise you of ways to improve your interview techniques or your application in order to enhance your opportunities for future vacancies. HRO Staffing section is available to give advice on how to build a better application.

EXPLANATION: An EXCEPTED position is exempt from normal procedures used in hiring for Federal Civil Service in that applicants are neither formally tested nor obtained from a register. EXCEPTED Technicians, during the course of employment, will receive the same benefits as all other Federal employees, including coverage under the Civil Service Retirement System or Federal Employees Retirement System. EXCEPTED Technicians are required to wear appropriate military uniform, and must become active members of the Colorado National Guard. An INDEFINITE position may terminate at any time with a 30 day notice.

THE COLORADO NATIONAL GUARD IS AN EEO EMPLOYER: all applicants will be considered without regard to race, color, religion, national origin, age, sex, non-disqualifying physical handicap, except when the applicant involved is ineligible to become a member of the Army or Air National Guard because of regulatory restriction on age or sex (EXCEPTED positions only).

All announcements must be posted on all unit/office bulletin boards, in a public area, until the closing date, at which time they may be filed or destroyed.

Also see the HRO Colorado National Guard Web Site at <http://www.coloradoguard.army.mil/hro/hro.html>.